



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PUBLIC ACCOUNTS AUDITOR II - IT

Job Number: 20001692

Job Code: 91940V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 08/16/1990

Job Revised: 12/16/2013

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$17.634 - Hourly

\$2,865.54 - 37.5 Hr. Monthly Salary

\$3,056.56 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direct supervision, performs complex procedures within audit engagements of Information Technology (IT) systems of state and local governmental units; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting OR a bachelor's degree in a computer science field.

#### **EXPERIENCE:**

Must have one year of professional auditing experience OR one year of professional experience in a computer science field (such as computer programming, systems analysis, data base analysis, information systems management).

#### **Substitute EDUCATION for EXPERIENCE:**

Any of the following four options will substitute for one year of the required experience (either auditing or computer science experience). 1. A master's degree in accounting, business administration, or a computer science field; 2. Passing score on the Certified Information Systems Auditor exam; (must have letter from exam agent to document) 3. Passing score on the Certified Public Accountant exam; (must have letter from Board of Accountancy to document) 4. Bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting PLUS eighteen semester hours or twenty-seven quarter hours in computer science.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision of the auditor-in-charge, gathers preliminary data for IT control assessments for IT systems under audit. Under direct supervision, documents IT system transaction flow, creates and completes less complex tests of IT system controls to determine whether these controls are established and function properly. Develops, documents and references audit findings and conclusions. Recommends to IT auditor-in-charge audit program revisions or training needs. Assists IT auditors in the use of audit software applications.

**UNIQUE PHYSICAL REQUIREMENTS:**

Normal physical activity is required.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*